

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, July 13, 2021 at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

THIS MEETING IS SCHEDULED TO TAKE PLACE VIRTUALLY AND IN PERSON.

Join Zoom Meeting

<https://us02web.zoom.us/j/82487700323?pwd=UnFWYkExRk0rdjdQdDREdXgyTlNqZz09>

Meeting ID: 824 8770 0323 Passcode: 97KgK6uN Dial in: +1-312-626-6799 U.S

PLEASE TAKE NOTICE that the Library Board will meet on the 13TH day of July, 2021 at 6:00 PM, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll call
2. Persons Desiring to be Heard (3-minute limit per person)
3. Communications – please refer to the Directors Report for additional items
 - 3.1. Electronic Sign Update (Goal #1): (Charlene)
 - 3.2. Building Maintenance Plan (Goal #3) (See copy of email)
 - 3.3. Other communications
4. Trustee Education
 - 4.1. August Train-the-Trainer week – Wisconsin Library Association
5. Consent Agenda

Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.

 - 5.1. Consideration of minutes: June 8, 2021
 - 5.2. Current Financial Report
 - 5.3. 2021-2023 Revised Strategic Goals
 - 5.4. Board Application from Andy Kristensen
 - 5.5. Report of the Director
 - 5.6. Circulation and Use Report
6. New Business
 - 6.1. Discussion and possible action on the Election of a Secretary
 - 6.2. Discussion and possible action transferring our Book Sales to ‘Donations Appreciated’

2020-2021 Strategic Goals: Profile◊Staff◊Offerings◊Technology◊Outreach

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

7. Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee.
Items of Discussion:
 - 7.1. Staff Performance Evaluation and Wages
8. Open session - After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) with respect to closed session agenda items.
 - 8.1. Position Structure for Wages
9. Old Business
 - 9.1. Review and possible action on the 2022 Draft Budget
10. Schedule next meeting: August 10, 2021
11. Adjournment

Dated: July 6, 2021

Jodi Kessel Szpizar
Director

Charlene M Benjamin
President

2020-2021 Strategic Goals: Profile◊Staff◊Offerings◊Technology◊Outreach

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List of Documents -- July 2021

| Item | Relevant Document(s) |
|-------------|--|
| | June 2021 List of Documents |
| | Agenda 2021-June-08-FINAL (2 pgs) |
| 3.1 | <i>Electronic Sign To Do List (2 pgs)</i> |
| 3.2 | Copy of email (1 pg) |
| 4.1 | Trustee Training Week (1 pg) |
| 5.1 | June 2021 Minutes (1 pg) |
| 5.2 | Current Financial Report (5 pgs) |
| 5.3 | 2021-2023 Revised Strategic Goals (included in your June packet) |
| 5.4 | Board Application from Andy Kristensen (3 pgs) |
| 5.5 | Director's Report (3 pgs) |
| 5.6 | Circulation & Use Report (4 pgs) |
| 6.1 | Secretary Duties (1 pg) |
| 8.2 | Position Structure for Wages (distributed separately) |
| 9.1 | 2022 Draft Budget (distributed separately) |
| | |

Electronic Sign To Do List

Obtaining permissions and funding for an electronic sign is a Library Board initiative that supports Goal #1 in our 2021-2023 Strategic Goals. The Board should invite the Friends of the Library to collaborate on this effort, since it will support the mission of both groups.

This effort is *not* the responsibility of our Library staff, even though they will be involved, since we should get input and ideas from our professional staff.

We now have a rough idea of the potential cost of an electronic. Our next steps include:

(1) PLANS:

- **SUPPORT:** First, designate one person (a Board member!) to lead efforts to gather input from patrons and Butler taxpayers. This person can involve others to help with the efforts.

We need to find out:

- i. Are patrons and taxpayers interested in us having such a sign for the cost?
- ii. Do they see the value of having an electronic sign?
- iii. Do they support the idea of our *Library* having its own sign (versus one that the Village plans for, that would provide us with some advertising space).

Why? Without positive responses from the patrons and taxpayers (our funding sources) we will need to sell the idea before proceeding any further.

- **COLLABORATE:** Consult with Village Hall – how far along are plans for the Village’s sign? Is there any way we could help with that project?

Why? Without good relationships with Village Hall and the Village Board, our budget discussions get tougher and tougher. A large % of our budget comes from Village taxpayers, so we are accountable to the Village Board for good fiscal management.

We also need to engage Village Hall since the Village owns the property. We need to collaborate! Charlene, Carol, and Roger (if he wishes) should have this discussion.

- **ALTERNATIVES:** Look into other ways to accomplish what an electronic sign would do for us (visibility, variety of messages, ease of maintenance, etc.)

Why? To be prepared with the answers when these questions are asked. If less costly alternatives are viable, we should look into them. If they do not meet our needs, we should be prepared to say why.

- **PERMISSIONS:** Review design(s) with the Village Inspector (per current processes) and support it to the Building Board. We need to meet all requirements.

Why? A permit process and zoning codes govern signs in the Village. We need to comply. A good working relationship should make things easier.

- **OPTIONS:** Discuss possibilities for co-funding with the Friends (Carol, Greg) and the Clarke House (Marilyn), and/or various businesses in the Village.

Why? The more benefits we can supply with the sign, the better the rationale for getting one. The Clarke House supports our history as a Village and a railroad town, and Friends support our outreach and mission to the community. At least some of our local businesses could be interested in sponsorships, as a sign of their good will to the Village.

(2) FUNDS:

- Secure a **Chair** to organize **fund-raising** efforts. This does not have to be a member of the Board, or of the Friends.

This person would work with the Board and the Friends and would coordinate the effort to raise funds. This means they would:

- i. help the Library Board and the Friends with *decisions* about fund-raising events and campaigns, i.e. subscriptions, penny jars, donation boxes, book sales, bake sales, “an hour with your favorite librarian” sales, summer fund-raising event(s), winter fund-raising, grant applications, etc.
- ii. help with *coordinating or getting volunteers to manage* those events and campaigns, as appropriate
- iii. be **accountable** for all money raised. (This responsibility should be shared with the Board’s treasurer and/or the Friends treasurer.)
- iv. propose schemes for advertising and promoting...or work with another volunteer to coordinate efforts to advertise and promote the value and benefit of a sign, as well as any fund-raising events
- v. make contacts and arrange to promote at Village events

Why? With a price tag of \$30-40 grand, this will require someone with time to dedicate to a longer-term fund-raising effort...and to keep it going.

Current quote: \$38,000, divided by 1,000 patrons = \$38 / patron.

Not impossible!

From: Jodi Kessel Szpizar

Email communication – Fri 21-May-21 14:51

Hi,

I just want to give you an update on a conversation I had with Kayla this morning. She indicated there is no need to put together any maintenance spreadsheet for the library. They have a pretty good handle on our building and anything that would need to be repaired or replaced can be managed in their budget with only a year or so of planning.

We should always convey to DPW any issues so they can address as needed. Which we do.

Let me know if you have any questions. Enjoy your northeast weather!

Jodi Kessel Szpizar

Library Director

Butler Public Library

Trustee Training Week 2021

Monday, Aug. 23—**Wisconsin Library Ecosystem**—What is a library ecosystem and why is it important? In general terms, an ecosystem is a complex network or interconnected system. In this webinar, we'll learn about the different partners involved in this ecosystem, beginning with a statewide perspective on how Wisconsin's public libraries work with Shannon Schultz, Public Library Administration Consultant. We will move our way through the public library system and the importance of system membership with John Thompson, Director of IFLS Library System, then finish with libraries at the local level with Jennifer Thiele, Director of the Marinette County Library System. Along the way, we'll explore the statutory language that comes into play at each level, and we'll provide links to resources that can be helpful.

Tuesday, Aug. 24—**Departures & Arrivals: Transitions and Succession Planning**—Trustees will learn how to successfully prepare for the departure of a director due to retirement or moving to a new library. We will cover what the current director and board must put in place prior to the placement of a new director and discuss the role of trustees in successfully onboarding a new director and the transition of them into their new role. We will provide a checklist of items to prepare for new library directors that will be supplied after the presentation. Presented by Kate Hall, Executive Director of the Northbrook Public Library, and Kathy Parker, Library Consultant.

Wednesday, Aug. 25—**Self-awareness for Social Justice Ally-ship**—In this session, participants will be invited to explore privilege, prejudice, and inclusion through story-telling and critical self-reflection. This session is interactive and will explore both individual and collective aspects of practicing social justice. Presented by Ruth de Jesus, Diversity and Inclusion Coordinator at Northland College.

Thursday, Aug. 26—**Library Ethics 101: What Would You Do?**—Public libraries face ethical issues all the time. This session aims to create an open discussion about library core values and ethics. Inspired by a session at the 2020 Public Library Association Conference, our program provides real library ethical scenarios, followed by a discussion with a panel of experienced trainers. We will discuss sticky situations when personal ethics and professional ethics differ. This is a highly interactive session; audience participation is encouraged. Attendees will leave with a list of helpful resources and books. Presented by Patty Collins, Gail Santy, and Maribeth Shafer, Library Consultants for the Central Kansas Library System.

Friday, Aug. 27—**Trustee Leadership: Bringing it All Together**—It's the end of Trustee Training Week! It's time to take what you've learned and apply it at your library. Join Melissa McLimans, consultant at Wisconsin Library Services (WiLS), and Stef Morrill, executive director of River Valley Commons and a current Friends of the Library Board Member at Spring Green Public Library, as they discuss how to support and develop the library's vast, interconnected ecosystem by applying servant leadership.

Minutes of Butler Public Library Board Meeting

June 8th, 2021

Minutes not formally approved until next Library Board meeting

Meeting was called to order by President C. Benjamin– 6pm

1. Members present:

Jodi Kessel Szpiszar (Director), Charlene Benjamin (President),
Michael Bates, Karl Debelak, Tom Sardina, Laura Meyer,
Roger Benjamin , absent Mary Jablonski
Guests: Carol Zuba, Pat Tiarks, Mark Holdmann

2. Persons desiring to be heard:

None

3. Communications:

- 3.1 Welcome new board member Laura Meyer
- 3.2 Fire Alarm System-phones updated
- 3.3 Electric Sign Update—Jodi –Sussex Library shares their sign, deferred until July
- 3.4 Strategic Goals Review-send any questions about Goals to Charlene now - need approval of goals in July
- 3.5 Will choose new secretary in July
- 3.6 School Communications Outreach Project-on hiatus until August

Director –Library will have a presence at NNO Aug. 3 5-8pm , Debelak will dazzle with Bubbleology, goal of 1 million bubbles. Aug. 6th Table at Beer Garden with popcorn and games
Jablonski leaving the board- will do outreach to Butler Square , open seat applicant Andy Kristenson received with enthusiasm

4. Trustee Education:

- 4.1 WLA Train the Trainer week- look at topic list
- 4.2 Board responsibilities—refer questions on budget to board president and/or director

5. Consent Agenda:

Motion by Bates to accept the Consent Agenda, second by Sardina , motion carried unanimously

- 6.New Business** Budget Guidelines-2 areas to concentrate on 1. Cost of services 2. Salary analysis-wage equity
Board member suggestions-Bates: grants, sponsorships, donations , Meyer: library runs on the staff Motion to accept initial Budget guidelines made by Bates, second by Sardina, motion carried unanimously
- 6.2 Motion to move Library Director Evaluation to March by R. Benjamin, second by Meyer, motion carried unanimously
 - 6.3 Motion to accept Waukesha County Library Standards 2021 Certification by Bates, second by Sardina, motion carried unanimously

7. Old Business: None

8.Schedule next meeting: July 13th , 2021 6pm

9.Adjournment : Motion to adjourn by Bates, second by Meyer , motion carried unanimously 6:43 pm

Submitted by: Teri Stegemeyer, secretary emerita

| June 2021 Fund Account # | 2021 Library Budget 800 Fund | 2021 Budget | 2021 YTD Money Spent | Current Month (June 2021) | 2021 Remaining Balance | % Spent |
|------------------------------------|--|----------------------|----------------------------|---------------------------------|------------------------------|----------|
| 800-55100-50110 | Library Salaries & Benefits | \$63,782.00 | \$27,588.93 | \$4,980.68 | \$58,801.32 | 43.26% |
| 800-55100-50120 | FICA/Medicare | \$4,879.00 | \$2,169.50 | \$391.06 | \$4,487.94 | 44.47% |
| 800-55100-50123 | Retirement Contribution | \$1,709.00 | \$770.40 | \$131.16 | \$1,577.84 | 45.08% |
| 800-55100-50124 | Group Life Insurance Premium | \$61.00 | \$48.58 | \$9.75 | \$51.25 | 79.64% |
| 800-55100 | Library Salaries & Benefits | \$70,431.00 | \$30,577.42 | \$5,512.65 | \$39,853.58 | 43.41% |
| 800-55200-50126 | Travel/Training/Meetings | \$300.00 | \$50.00 | \$0.00 | \$250.00 | 16.67% |
| 800-55200-50127 | Membership Dues | \$103.00 | \$0.00 | \$0.00 | \$103.00 | 0.00% |
| 800-55200-50134 | Utilities | \$7,300.00 | \$2,785.85 | \$668.84 | \$4,514.15 | 38.16% |
| 800-55200-50135 | Telephone/Internet | \$1,500.00 | \$79.82 | \$11.63 | \$1,420.18 | 5.32% |
| 800-55200-50136 | Office Supplies | \$979.00 | \$1,002.07 | \$426.82 | -\$23.07 | 102.36% |
| 800-55200-50137 | Postage | \$50.00 | \$22.00 | \$22.00 | \$28.00 | 44.00% |
| 800-55200 | Library Administration | \$10,232.00 | \$3,939.74 | \$1,129.29 | \$6,292.26 | 38.50% |
| 800-55300-50162 | Contracted Services | \$7,700.00 | \$3,852.28 | \$449.44 | \$3,847.72 | 50.03% |
| 800-55300-50163 | Technology Maintenance | \$3,050.00 | \$626.00 | \$0.00 | \$2,424.00 | 20.52% |
| 800-55300-50164 | Computer Equipment/Maintenance | \$100.00 | \$1,783.93 | \$1,772.94 | -\$1,683.93 | 1783.93% |
| 800-55300-50165 | Copier Maintenance | \$650.00 | \$292.50 | \$70.00 | \$357.50 | 45.00% |
| 800-55300-50166 | Material Processing/Repair | \$900.00 | \$566.37 | \$156.43 | \$333.63 | 62.93% |
| 800-55300-50167 | Housekeeping Supplies | \$100.00 | \$39.35 | \$0.00 | \$60.65 | 39.35% |
| 800-55300 | Library Equipment/Maintenance | \$12,500.00 | \$7,160.43 | \$2,448.81 | \$5,339.57 | 57.28% |
| 800-55400-50168 | E-Book Contribution | \$653.00 | \$653.00 | \$0.00 | \$0.00 | 100.00% |
| 800-55400-50169 | Shared Databases/Licenses | \$702.00 | \$518.00 | \$216.00 | \$184.00 | 73.79% |
| 800-55400-50170 | Special Event Programming | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 800-55400-50172 | Patron Programs | \$250.00 | \$166.63 | \$0.00 | \$83.37 | 66.65% |
| 800-55400-50179 | CAFÉ Member Charge | \$3,986.00 | \$3,986.00 | \$0.00 | \$0.00 | 100.00% |
| 800-55400 | Library Programs & Services | \$5,591.00 | \$5,323.63 | \$216.00 | \$267.37 | 95.22% |
| 800-55500-50171 | Library Magazines/Newspapers | \$1,100.00 | \$582.08 | \$269.26 | \$517.92 | 52.92% |
| 800-55500-50173 | Adult Collection | \$4,600.00 | \$2,183.65 | \$489.23 | \$2,416.35 | 47.47% |
| 800-55500-50174 | Youth Collection | \$4,500.00 | \$2,450.46 | \$394.53 | \$2,049.54 | 54.45% |
| 800-55500 | Library Collection | \$10,200.00 | \$5,216.19 | \$1,153.02 | \$4,983.81 | 51.14% |
| | Contingency | \$1,000.00 | | | \$1,000.00 | 0.00% |
| Fund 800 Library Totals | | \$109,954.00 | \$52,217.41 | \$10,459.77 | \$57,736.59 | 47.49% |
| Library Income | Budget | YTD Deposited | Mo. Deposited | Balance Needed | | |
| | \$15,389.00 | \$7,998.59 | \$1,362.64 | \$7,390.41 | | |
| | | 51.98% | | 48.02% | | |
| | Without \$981.99 Grant | | | \$8,372.40 | | |
| | | | | 54.41% | | |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 06/30/2021

Fund 800 - LIBRARY FUND

| Account | Description | 2021 Amended Budget | YEAR-TO-DATE THRU 06/30/21 | ACTIVITY FOR MONTH ENDED 06/30/2021 | Available Balance | % Used |
|---|-----------------------------------|------------------------|-------------------------------|---|----------------------|-----------|
| Revenues | | | | | | |
| Department 00000: | | | | | | |
| 40320 | MISC REVENUE | | | | | |
| 06/18/2021 | CR OTHER/KEEP THE CHANGE/DONATION | | 28732 | 981.99 Receipt #: 46610 | | |
| 06/18/2021 | CR OTHER/KEEP THE CHANGE/DONATION | | 28733 | 1.85 Receipt #: 46611 | | |
| 06/30/2021 | CR OTHER/KEEP THE CHANGE/DONATION | | 28821 | 1.20 Receipt #: 46881 | | |
| 40320 | MISC REVENUE | 625.00 | 1,123.00 | 985.04 | (498.00) | 179.68 |
| 41100 | PROPERTY TAXES | 94,565.00 | 0.00 | 0.00 | 94,565.00 | 0.00 |
| 48910 | LIBRARY FEES | | | | | |
| 06/09/2021 | CR PRINTING/COPIES | | 28564 | 43.00 Receipt #: 46379 | | |
| 06/09/2021 | CR BOOK SALES | | 28564 | 2.00 Receipt #: 46379 | | |
| 06/09/2021 | CR REPLACEMENT LIBRARY CARDS | | 28564 | 1.00 Receipt #: 46379 | | |
| 06/18/2021 | CR PRINTING/COPIES | | 28733 | 50.00 Receipt #: 46611 | | |
| 06/18/2021 | CR BOOK SALES | | 28733 | 1.25 Receipt #: 46611 | | |
| 06/18/2021 | CR REPLACEMENT LIBRARY CARDS | | 28733 | 2.00 Receipt #: 46611 | | |
| 06/25/2021 | CR PRINTING/COPIES | | 28779 | 37.00 Receipt #: 46774 | | |
| 06/25/2021 | CR BOOK SALES | | 28779 | 5.50 Receipt #: 46774 | | |
| 06/25/2021 | CR REPLACEMENT LIBRARY CARDS | | 28779 | 1.00 Receipt #: 46774 | | |
| 06/30/2021 | CR PRINTING/COPIES | | 28821 | 26.50 Receipt #: 46881 | | |
| 06/30/2021 | CR MILWAUKEE CARDS | | 28821 | 40.00 Receipt #: 46881 | | |
| 48910 | LIBRARY FEES | 3,265.00 | 1,148.35 | 209.25 | 2,116.65 | 35.17 |
| 48911 | NON LAPSING REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| 48920 | LIBRARY FINES | | | | | |
| 06/09/2021 | CR FINES/REPLACEMENT COSTS | | 28564 | 29.75 Receipt #: 46379 | | |
| 06/18/2021 | CR FINES/REPLACEMENT COSTS | | 28733 | 95.15 Receipt #: 46611 | | |
| 06/25/2021 | CR FINES/REPLACEMENT COSTS | | 28779 | 19.70 Receipt #: 46774 | | |
| 06/30/2021 | CR FINES/REPLACEMENT COSTS | | 28821 | 21.80 Receipt #: 46881 | | |
| 48920 | LIBRARY FINES | 2,200.00 | 631.05 | 166.40 | 1,568.95 | 28.68 |
| 49000 | INTERGOVERNMENTAL REVENUE | | | | | |
| 06/09/2021 | CR INTERGOVERNMENTAL REVENUE | | 28563 | 1.95 Receipt #: 46378 | | |
| 49000 | INTERGOVERNMENTAL REVENUE | 9,299.00 | 5,096.19 | 1.95 | 4,202.81 | 54.80 |
| 49101 | TRANS FROM OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total - Dept 00000 | | | 109,954.00 | 1,362.64 | 101,955.41 | 7.27 |
| Total Revenues | | | 109,954.00 | 1,362.64 | 101,955.41 | 7.27 |
| Expenditures | | | | | | |
| Department 55100: LIBRARY SALARIES & BENEFITS | | | | | | |

Balances as of 06/30/2021

Fund 800 - LIBRARY FUND

| Account | Description | 2021 Amended Budget | YEAR-TO-DATE THRU 06/30/21 | ACTIVITY FOR MONTH ENDED 06/30/2021 | Available Balance | % Used |
|---|----------------------------------|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures | | | | | | |
| Department 55100: LIBRARY SALARIES & BENEFITS | | | | | | |
| 50110 | SALARIES | | | | | |
| 06/11/2021 | PR SUMMARY PR 06/11/2021 | | 28556 | 2,449.22 87 | | |
| 06/25/2021 | PR SUMMARY PR 06/25/2021 | | 28743 | 2,531.46 88 | | |
| 50110 | SALARIES | 63,782.00 | 27,588.94 | 4,980.68 | 36,193.06 | 43.26 |
| 50120 | FICA/MEDICARE | | | | | |
| 06/11/2021 | PR SUMMARY PR 06/11/2021 | | 28556 | 193.24 87 | | |
| 06/25/2021 | PR SUMMARY PR 06/25/2021 | | 28743 | 197.82 88 | | |
| 50120 | FICA/MEDICARE | 4,879.00 | 2,169.50 | 391.06 | 2,709.50 | 44.47 |
| 50123 | RETIREMENT CONTRIBUTION | | | | | |
| 06/11/2021 | PR SUMMARY PR 06/11/2021 | | 28556 | 76.92 87 | | |
| 06/25/2021 | PR SUMMARY PR 06/25/2021 | | 28743 | 54.24 88 | | |
| 50123 | RETIREMENT CONTRIBUTION | 1,709.00 | 770.40 | 131.16 | 938.60 | 45.08 |
| 50124 | GROUP LIFE INS PREMIUM | | | | | |
| 06/11/2021 | PR SUMMARY PR 06/11/2021 | | 28556 | 9.75 87 | | |
| 50124 | GROUP LIFE INS PREMIUM | 61.00 | 48.58 | 9.75 | 12.42 | 79.64 |
| Total - Dept 55100 | | 70,431.00 | 30,577.42 | 5,512.65 | 39,853.58 | 43.41 |
| Department 55200: LIBRARY ADMINISTRATION | | | | | | |
| 50126 | TRAVEL/TRAINING/ MEETINGS | 300.00 | 50.00 | 0.00 | 250.00 | 16.67 |
| 50127 | MEMBERSHIP/PROFESSIONAL DUE | 103.00 | 0.00 | 0.00 | 103.00 | 0.00 |
| 50134 | UTILITIES | | | | | |
| 06/07/2021 | UB Internal Charge | | 28484 | 202.21 Internal Charge | | |
| 06/11/2021 | AP UTILITY FOR MAY 2021 | | 28597 | 466.63 Inv #: '3719627153' Vendor '189' | | |
| 50134 | UTILITIES | 7,300.00 | 2,785.85 | 668.84 | 4,514.15 | 38.16 |
| 50135 | TELEPHONE/INTERNET | | | | | |
| 06/04/2021 | AP PHONE FOR MAY 2021 | | 28537 | 11.63 Inv #: '2627832525052021' Vendor '1648' | | |
| 50135 | TELEPHONE/INTERNET | 1,500.00 | 79.82 | 11.63 | 1,420.18 | 5.32 |
| 50136 | OFFICE SUPPLIES | | | | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 | 426.82 Inv #: '7490-05252021' Vendor '1668' | | |
| 50136 | OFFICE SUPPLIES | 979.00 | 1,002.07 | 426.82 | (23.07) | 102.36 |
| 50137 | POSTAGE | | | | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 | 22.00 Inv #: '7490-05252021' Vendor '1668' | | |

Balances as of 06/30/2021

Fund 800 - LIBRARY FUND

| Account | Description | 2021 Amended Budget | YEAR-TO-DATE THRU 06/30/21 | ACTIVITY FOR MONTH ENDED 06/30/2021 | Available Balance | % Used |
|---|--|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures | | | | | | |
| Department 55200: LIBRARY ADMINISTRATION | | | | | | |
| 50137 | POSTAGE | 50.00 | 22.00 ✓ | 22.00 ✓ | 28.00 ✓ | 44.00 |
| 50161 | LIBRARY WCFLS FEES | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total - Dept 55200 | | 10,232.00 | 3,939.74 ✓ | 1,129.29 ✓ | 6,292.26 ✓ | 38.50 |
| Department 55300: LIBRARY EQUIPMENT/MAINTENANCE | | | | | | |
| LIBRARY CONTRACTED SERVICES | | | | | | |
| 06/04/2021 | AP JANITORIAL SERVICE FOR JUNE 2021 | | 28525 | 305.00 Inv #: '120386' Vendor '1099' | | |
| 06/18/2021 | AP LIBRARY ALARM SERVICE | | 28725 | 57.60 Inv #: '216140' Vendor '1479' | | |
| 06/18/2021 | AP FLOOR MATS FOR THE LIBRARY | | 28699 | 36.84 Inv #: '2794899' Vendor '36' | | |
| 06/18/2021 | AP INSECT AND RODENT SERVICE | | 28698 | 50.00 Inv #: '4158223' Vendor '1845' | | |
| 50162 | LIBRARY CONTRACTED SERVICES | 7,700.00 | 3,852.28 ✓ | 449.44 ✓ | 3,847.72 ✓ | 50.03 |
| 50163 | LIBRARY TECHNOLOGY SUPPLIES | 3,050.00 ✓ | 626.00 ✓ | 0.00 | 2,424.00 ✓ | 20.52 |
| 50164 | COMPUTER/EQUIP MAINT | | | | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 ✓ | 1,772.94 Inv #: '7490-05252021' Vendor '1668' | | |
| 50164 | COMPUTER/EQUIP MAINT | 100.00 | 1,783.93 ✓ | 1,772.94 ✓ | (1,683.93) ✓ | 1,783.93 |
| LIBRARY COPIER MAINTENANCE | | | | | | |
| 06/04/2021 | AP UPS CHARGE FOR TONER CARTRIDGE FOR COPIER | | 28524 | 10.00 Inv #: '79885' Vendor '1795' | | |
| 06/18/2021 | AP COPIER SERVICE FOR MAY 2021 | | 28726 | 50.00 Inv #: '018921' Vendor '1795' | | |
| 06/18/2021 | AP SHIPPING FOR TONER CARTRIDGE | | 28700 | 10.00 Inv #: '79935' Vendor '1795' | | |
| 50165 | LIBRARY COPIER MAINTENANCE | 650.00 | 292.50 ✓ | 70.00 ✓ | 357.50 ✓ | 45.00 |
| LIBRARY MATERIAL PROCESS/REPAIR | | | | | | |
| 06/04/2021 | AP REPAIR SUPPLIES | | 28502 | 156.43 Inv #: '6951518' Vendor '264' | | |
| 50166 | LIBRARY MATERIAL PROCESS/REPAIR | 900.00 | 566.37 ✓ | 156.43 ✓ | 333.63 | 62.93 |
| 50167 | LIBRARY HOUSEKEEPING SUPPLIES | 100.00 | 39.35 | 0.00 | 60.65 | 39.35 |
| Total - Dept 55300 | | 12,500.00 | 7,160.43 ✓ | 2,448.81 ✓ | 5,339.57 ✓ | 57.28 |
| Department 55400: LIBRARY PROGRAMS & SERVICES | | | | | | |
| 50168 | LIBRARY E-BOOK CONTRIBUTION | 653.00 | 653.00 | 0.00 | 0.00 | 100.00 |
| LIBRARY SHARED DATABASES | | | | | | |
| 06/18/2021 | AP ZOOM MEETING AND WEBINAR SUBSCRIPTION | | 28677 | 216.00 Inv #: '2021-13010246' Vendor '152' | | |
| 50169 | LIBRARY SHARED DATABASES | 702.00 | 518.00 | 216.00 | 184.00 | 73.79 |
| 50170 | LIBRARY DVD RENTALS-ADULT | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

Balances as of 06/30/2021

Fund 800 - LIBRARY FUND

| Account | Description | 2021 Amended Budget | YEAR-TO-DATE THRU 06/30/21 | ACTIVITY FOR MONTH ENDED 06/30/2021 | Available Balance | % Used |
|---|---|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures | | | | | | |
| Department 55400: LIBRARY PROGRAMS & SERVICES | | | | | | |
| 50172 | LIBRARY PATRON PROGRAMS | 250.00 | 166.63 | 0.00 | 83.37 | 66.65 |
| 50179 | CAFE MEMBER CHARGES | 3,986.00 | 3,986.00 | 0.00 | 0.00 | 100.00 |
| Total - Dept 55400 | | 5,591.00 | 5,323.63 | 216.00 | 267.37 | 95.22 |
| Department 55500: LIBRARY COLLECTION | | | | | | |
| LIBRARY MAGAZINES/NEWSPAPERS | | | | | | |
| 50171 | AP MAGAZINE SUBSCRIPTIONS | | 28523 | 236.77 Inv #: '1628210' Vendor '450' | | |
| 06/03/2021 | AP ACCT #0027779743 BABYBUG MAGAZINE SUBSCR | | 28723 | 19.95 Inv #: '05222021' Vendor '2308' | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 | 12.54 Inv #: '7490-05252021' Vendor '1668' | | |
| 50171 | LIBRARY MAGAZINES/NEWSPAPER | 1,100.00 | 582.08 | 269.26 | 517.92 | 52.92 |
| LIBRARY ADULT BOOKS | | | | | | |
| 50173 | AP ADULT BOOKS | | 28521 | 14.44 Inv #: '2035964351' Vendor '1384' | | |
| 06/04/2021 | AP ADULT BOOKS | | 28682 | 170.88 Inv #: '2035993697' Vendor '1384' | | |
| 06/18/2021 | AP CHILDREN AND ADULT BOOKS | | 28724 | 31.69 Inv #: '2036013846' Vendor '1384' | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 | 272.22 Inv #: '7490-09252021' Vendor '1668' | | |
| 50173 | LIBRARY ADULT BOOKS | 4,600.00 | 2,183.65 | 489.23 | 2,416.35 | 47.47 |
| LIBRARY JUVENILE BOOKS | | | | | | |
| 50174 | AP CHILDREN'S BOOKS | | 28522 | 337.99 Inv #: '0570551-IN' Vendor '1118' | | |
| 06/04/2021 | AP CHILDREN AND ADULT BOOKS | | 28724 | 41.08 Inv #: '2036013846' Vendor '1384' | | |
| 06/18/2021 | AP LIBRARY EXPENSES FOR MAY 2021 | | 28701 | 15.46 Inv #: '7490-05252021' Vendor '1668' | | |
| 50174 | LIBRARY JUVENILE BOOKS | 4,500.00 | 2,450.46 | 394.53 | 2,049.54 | 54.45 |
| 50175 | LIBRARY DVD RENTALS-CHILDREN | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total - Dept 55500 | | 10,200.00 | 5,216.19 | 1,153.02 | 4,983.81 | 51.14 |
| Department 80100: CONTINGENCY FUND | | | | | | |
| 50830 | LIBRARY CONTINGENCY | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 50831 | LIBRARY NON LAPSING EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total - Dept 80100 | | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Expenditures | | 109,954.00 | 52,217.41 | 10,459.77 | 57,736.59 | 47.49 |
| NET OF REVENUES AND EXPENDITURES | | | | | | |
| | | 0.00 | (44,218.82) | (9,097.13) | 44,218.82 | |



APPLICATION FOR BOARDS & COMMISSIONS

12621 W. Hampton Ave
Butler, WI 53007
Telephone: (262)783-2525

Board or Commission Applying For: Library Board of Trustees

Name: Andrew (Andy) Kristensen **Address:** 2303 E Bellevue Place, Milwaukee, WI **Zip** 53211

Telephone: Work: n/a **Home or Cell:** 262-957-4919

Can your phone receive text messages? Yes

Email: akristensen182@gmail.com

Are you a registered voter of Butler? No How long? N/A

Have you attended a meeting of this Board/Commission? Yes

Present Employer: Brown Deer & Hartland Public Libraries

Job Title: Adult Services Librarian & Reference Librarian Intern

| | | |
|---|---|---------------------------------------|
| Previous Governmental Bodies/Elective Offices Applicant has served n/a | Position/Office Held n/a | Dates n/a |
| Civic or Charitable Organizations to which Applicant has belonged Pet Alliance of Greater Orlando | Position Held Intake/Adoption Volunteer | Dates Oct. 2018 – Dec. 2019 |

Special Interests/Hobbies/Talents: Writing, Hiking, Volunteering at Dog Rescue Shelters, Incarcerated Persons Education

| | | | |
|---|--|--|--|
| College, Professional, Vocational Schools attended Bachelors- UW-Madison Master of Library and Information Science- UW-Milwaukee | Major Subject(s) Bachelors- English, History, Political Science Masters- Public Librarianship | Dates Bachelors – 2010-2015 Masters – 2020-2022 | Degree/Date Bachelors- May 2015 Masters- May 2022 (anticipated) |
|---|--|--|--|

Special awards or recognition received: Dean's Honor List 3 Semesters at UW-Madison

Please state reasons why you want to become a member of this Board or Commission, including what specific objectives you would be working toward as a member of this advisory board. Please state why you would be an asset to this advisory board: (Attach second page if necessary)

I would like to become a member of the library board primarily to advance the cause of the library in the Butler community, and to ensure that the library continues to be a crucial part of the Butler community, both in terms of public service and in regard to providing critical library/economic/technological services that are unavailable anywhere else in the community.

I would specifically be looking toward helping the library

- craft a more-detailed strategic plan, and therefore setting the vision of the library for the next few years;
- helping the library compete with other local area libraries in terms of staffing opportunities; and
- ensuring that all applicable parties, both in the government and ordinary citizens, understand the true purpose and function of a public library.

I believe my combined educational and work history, both in the library world and in the private sector prior to my time spent in libraries, provide unique angles on many different topics related to the library itself, and I hope that it would provide a voice that strongly advocates both for library employees and the average Butler patron.

In addition, my time spent as a former employee at the Butler Public Library provides me a unique opportunity to now help craft policies and strategic plans with the unique mindset of someone who formerly helped to carry out said policies and plans after they had been approved by board members in the past. *What should be different about the role of a Trustee versus the role of library staff?*

Any other information which you feel would be useful in reviewing your application: Advocating for public libraries is one of my passions, and I hope to advocate from an educational basis that will further enhance the reputation and community standing of the Butler Public Library, preserving it and its services for generations to come, especially with the ever-changing technological standards of our current times.

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? I don't believe so **If yes, please state name of Organization/Employment:** I work at both the Brown Deer and Hartland Public Libraries, but in positions that have no influence over budgetary, policy, or strategic planning-based decisions. As neither of them compete directly with Butler for a patron base/services, I don't believe it would be a conflict of interest.

Would you be willing to abstain from voting on matters where a potential conflict of interest exists? Yes

Have you been convicted of a felony or misdemeanor? No **If yes, explain convictions (Do not list any misdemeanor settled in juvenile court).**

How did you hear about the opening on this Commission? From former co-workers at the Butler Public Library

Signature of Applicant: Andy Kristensen
A typed signature is acceptable

Date signed: 5/11/2021

July 13, 2021

Director's Report

Longer Hours on Fridays-Open until 5:00 rather than 3:00 – Between April 12, 2021 and June 30, 2021 (11 weeks), circulation from 3:00-5:00 accounts for 37% of all Friday circs during the same time period.

Computer Usage – we now have 12 months of public computer uses through PC Reservation. In the past 12 months:

- Computers were used 2,344 times, for a total of 1,971 hours.
- Our busiest day of the week is Monday followed by slightly less use each subsequent day of the week.
- We opened our longer, regular hours the week of April 12, 2021, which includes being open until 5:00 on Fridays and open again on Saturdays.
 - o We saw a 46% increase in computer use on Fridays during the time of April 12 – June 30, 2021 over Fridays during the previous nine and a half months (June 1, 2020 through April 11, 2021).

Amazon Wish List – We are currently at 2 purchases from our Wish Lists

Café App – our new Café App has been in place since May 16th. Through June 14th we have had 399 individual uses. We are above Big Bend, Lake Mills, Palmyra, and Town Hall.

APL Directors Meeting – held Friday, June 11, 2021 at 9:00am in Pewaukee. In person and zoom. First reported in a Weekly Report
Business discussed:

- **Emergency Connectivity Fund** – Mellanie Mercier reviewed, very restrictive, no plan for consortium funding, not many libraries in the state plan to participate.
- **1,000 Books Before Kindergarten** – Bridges app is sun setting by year end 2021 due to decreased usage. 1,000 Books is offered through Beanstack.
- **2022 Budget** – Karol Kennedy reviewed Member Charges and Distributions for 2022. Figures are not finalized and won't be until we know about state funding, hopefully by July 10th. She will also provide us with worst case scenarios for budgeting purposes.

Reserve Fund Projects

- Bridges hopes/plans to continue to help fund RFID tag projects in 2023.
- Bridges Administrative Assistant, Meg Henke is leaving for a full time position with Junior Achievement. Karol hopes to make the position full time in 2022.
- **Grants** – in addition to the competitive Innovation and Improvement Grant, hope to offer other grants in different categories, and also a Scholarship Program to cover costs of professional development, such as conferences.
- **Beanstack** – Beanstack has had strong support throughout the state and it is looking positive for the state (DPI) to continue to finance it beyond 2022.
- **Next Meeting Friday July 9th at 9:00am, in person at Delafield, zoom available.**

Friends Meeting – Friends met Monday June 7, 2021 via zoom

Business items discussed

- National Night Out – more details on needs at the July meeting
- Beer Garden at Frontier Park – Friday Aug 6th from 4-9. More details at the July meeting
- Mission Statement and Bylaws-committee will meet after Carol and Jodi review the bylaws
- Approved the purchase of 5 Canvas Book Club Kit Bags to be purchased from MJM Screenprint in Menomonee Falls. Approximately \$9 per bag.
- Approved the purchase of Counter Top Bag Rack for approximately \$85
- **Next Meeting Monday July 12th at 6pm, in person and zoom available.**

Programming

Summer Reading Program (SRP)

- Registered Adults
 - **2021 - 20**
 - Total Adults 2020 – 20
- Registered Preschool
 - **2021 - 19**
 - Total Preschool 2020 – 14
- Registered Youth
 - **2021 - 32**
 - Total Youth 2020 – 22
- Registered Teens
 - **2021 - 6**
 - Total Teens 2020 – 5
- Little Miss Ann Program Attendance (6-25-2021) - 20
- Thank you to our Friends of the Butler Library for once again sponsoring our SRP with prizes etc.

Welcome to Medicare – Monday August 23rd 1-2pm in Conference Room

Lego Club – planning to hold on the 4th Friday of every month from 3:30-4:30pm beginning August 27th.

Red Cross Blood Drive – Monday September 13th 1-6 at Community Building

Welcome to Medicare – Monday November 15th 1-2pm in Conference Room

Active Library Cards Accounts expired for 3 years, not owing any money to other libraries for replacement costs of items, and not owing more than \$100 in fines, get deleted from the system. Roz is currently working on cleaning up our Expired Patron Report. The number of library cards we have at year end is reported to DPI for our Annual Report. It is extremely important we keep up on this report.

| Library Cards | 2017 | 2018 | 2019 | 2020 | 2/2/2021 | 5/26/2021 |
|-----------------------------|-------------|-------------|-------------|-------------|-----------------|------------------|
| Adult | | | | | 761 | 755 |
| Business | | | | | 4 | 4 |
| Child | | | | | 180 | 176 |
| ILL | | | | | 117 | 123 |
| Internet Only | | | | | 53 | 65 |
| Milwaukee County | | | | | 43 | 43 |
| Staff | | | | | 5 | 6 |
| Student | | | | | 26 | 25 |
| Teacher | | | | | 7 | 7 |
| | | | | | | |
| Annual Report Totals | 1677 | 1365 | 1073 | 1177 | 1196 | 1204 |

| | Jan Expanded Services | Feb Expanded Services | March Expanded Services | April Regular Hours Beg 4-12-2021 | May | June | July | Aug | Sept | Oct | Nov | Dec | TOTALS |
|--------------------------------|-----------------------------|-----------------------------|-------------------------------|--|------|------|------|------|------|------|------|------|--------|
| Patron/Visitors-2020 | 2092 | 1960 | 1084 | 41 | 225 | 871 | 957 | 1016 | 1031 | 1015 | 861 | 814 | 11,967 |
| 2021 | 824 | 965 | 1100 | 1068 | 1038 | 1559 | | | | | | | 6,554 |
| Circulation | | | | | | | | | | | | | |
| Adult - 2020 | 1740 | 1607 | 1113 | 114 | 698 | 1402 | 1584 | 1529 | 1351 | 1448 | 1302 | 1417 | 15,305 |
| 2021 | 1396 | 1302 | 1131 | 1154 | 1169 | 1410 | | | | | | | 7,562 |
| Children -2020 | 1004 | 1424 | 866 | 107 | 269 | 1106 | 1059 | 1123 | 1265 | 979 | 1073 | 1085 | 11,360 |
| 2021 | 1422 | 1540 | 971 | 940 | 984 | 1144 | | | | | | | 7,001 |
| Total Circulation -2020 | 2744 | 3031 | 1979 | 221 | 967 | 2508 | 2643 | 2652 | 2616 | 2427 | 2375 | 2502 | 26,665 |
| 2021 | 2818 | 2842 | 2102 | 2094 | 2153 | 2554 | | | | | | | 14,563 |
| E-Books - 2020 | 110 | 94 | 116 | 117 | 105 | 112 | 121 | 119 | 107 | 91 | 90 | 96 | 1,278 |
| 2021 | 91 | 72 | 97 | 84 | 115 | 79 | | | | | | | 538 |
| Total Circ with E-books - 2020 | 2854 | 3125 | 2095 | 338 | 1072 | 2620 | 2764 | 2771 | 2723 | 2518 | 2465 | 2598 | 27,943 |
| 2021 | 2909 | 2914 | 2199 | 2178 | 2268 | 2633 | | | | | | | 15,101 |
| New Library Cards-2020 | 10 | 13 | 9 | 0 | 0 | 22 | 16 | 15 | 31 | 18 | 8 | 11 | 153 |
| 2021 | 5 | 14 | 13 | 7 | 7 | 23 | | | | | | | 69 |
| Computer Use (Sessions) - 2020 | 313 | 278 | 144 | 0 | 0 | 173 | 155 | 183 | 199 | 194 | 129 | 109 | 1,877 |
| 2021 | 158 | 172 | 196 | 211 | 204 | 261 | | | | | | | 1202 |
| Conference Room | | | | | | | | | | | | | |
| Scheduled/Occupied - 2020 | 18 | 14 | 9 | 8 | 0 | 0 | 4 | 4 | 4 | 5 | 3 | 0 | 69 |
| 2021 | 0 | 0 | 3 | 6 | 8 | 10 | | | | | | | 27 |
| Patrons - 2020 | 71 | 66 | 29 | 0 | 0 | 0 | 12 | 16 | 17 | 7 | 13 | 0 | 231 |
| 2021 | 0 | 0 | 21 | 32 | 28 | 39 | | | | | | | 120 |

| 2021 | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Totals |
|---|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--------|
| Children's (0-11) (all attendees) | | | | | | | | | | | | | |
| Storytime - start again June 2nd outdoors | 0 | 0 | 0 | 0 | 0 | 37 | | | | | | | 37 |
| Lego Club (last Thurs) | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 |
| Little Miss Ann - SRP (6-25) | | | | | | 20 | | | | | | | |
| Paul Merkelin - SRP (7-23) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Children's Totals | 0 | 0 | 0 | 0 | 0 | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 37 |
| Young Adult (12-18) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Young Adult Totals | 0 | | | | | | | | | | | | 0 |
| Adult (All Ages) | | | | | | | | | | | | | |
| Dr. Damon Tweedy (virtual) (1-18) | 21 | | | | | | | | | | | | 21 |
| StoryWalk® The Mitten (January) | 5 | | | | | | | | | | | | 5 |
| "How Much Have You Saved?" (Jan-Feb) | | 22 | | | | | | | | | | | 22 |
| Valentine Craft Bags (p/u 2-1) | | 20 | | | | | | | | | | | 20 |
| Author Michael Perry (virtual) (3-10) | | | 26 | | | | | | | | | | 26 |
| Cartoonist Paul Merklein-Live Virtual (4-8) | | | | 9 | | | | | | | | | 9 |
| Cartoonist Paul Merklein Recorded | | | | 57 | | | | | | | | | 57 |
| Welcome to Medicare (8-23&11-15) | | | | | | | | | | | | | |
| Blood Drive (9-13) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Adult (all ages) Totals | 26 | 42 | 26 | 66 | 0 | 0 | | | | | | | 160 |
| | | | | | | | | | | | | | |
| Monthly Programming Totals | 26 | 42 | 26 | 66 | 0 | 57 | | | | | | | 217 |

2019 840
2020 567

2019 568
2020 237
2019 1408
2020 804

| | Jun-21 | | |
|------------|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| Waukesha | 20 | 2,365 | 2,385 |
| Washington | 9 | 22 | 31 |
| Ozaukee | 0 | 0 | 0 |
| Dodge | 0 | 0 | 0 |
| Milwaukee | 0 | 126 | 126 |
| | 29 | 2,513 | 2,542 |

| | May-21 | | |
|--|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| | 26 | 1,950 | 1,976 |
| | 9 | 24 | 33 |
| | 0 | 5 | 5 |
| | 0 | 0 | 0 |
| | 0 | 133 | 133 |
| | 35 | 2,112 | 2,147 |

| | Apr-21 | | |
|------------|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| Waukesha | 9 | 2,006 | 2,015 |
| Washington | 2 | 0 | 2 |
| Ozaukee | 0 | 0 | 0 |
| Dodge | 0 | 0 | 0 |
| Milwaukee | 0 | 66 | 66 |
| | 11 | 2,072 | 2,083 |

| | Mar-21 | | |
|--|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| | 12 | 1,995 | 2,007 |
| | 5 | 0 | 5 |
| | 0 | 3 | 3 |
| | 0 | 0 | 0 |
| | 0 | 82 | 82 |
| | 17 | 2,080 | 2,097 |

| | Feb-21 | | |
|--|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| | 5 | 2,723 | 2,728 |
| | 14 | 22 | 36 |
| | 0 | 7 | 7 |
| | 0 | 0 | 0 |
| | 0 | 67 | 67 |
| | 19 | 2,819 | 2,838 |

| | Jan-21 | | |
|--|-----------|--------------|--------------|
| | TNR | Municiple | Total Circ |
| | 23 | 2,629 | 2,652 |
| | 15 | 33 | 48 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 109 | 109 |
| | 38 | 2,771 | 2,809 |

| | 2021 | 2020 | 2019 | 2018 | 2017 |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Reimbursable | | | | | |
| Circ to TNR in Waukesha County | 95 | 264 | 601 | 467 | 851 |
| Circ to TNR in Adjacent Counties | 54 | 146 | 540 | 249 | 162 |
| | 149 | 410 | 1,141 | 716 | 1013 |
| Monthly Average of TNR | 24.83 | 34.17 | 95.08 | 59.67 | 84.42 |

| Another Fun Statistic - On this page because that is where it fit! | | | | |
|--|------------|----------------------------|------------------------|-------------------|
| Year | Total Circ | Hours Open (Annual Report) | Avg Circ per Hour Open | Through June 2021 |
| 2021 | 14,517 | 905 | 16 | 16 |
| 2020 | 26,555 | 1,564 | 17 | 17 |
| 2019 | 34,314 | 2,444 | 14 | 14 |
| 2018 | 28,503 | 2,392 | 12 | 12 |
| 2017 | 29,160 | 2,392 | 12 | 12 |
| 2016 | 32,158 | 2,562 | 13 | 13 |
| 2015 | 30,195 | 2,562 | 12 | 12 |
| 2014 | 32,373 | 2,562 | 13 | 13 |
| 2013 | 32,531 | 2,562 | 13 | 13 |
| 2012 | 32,310 | 2,763 | 12 | 12 |
| 2011 | 31,280 | 2,763 | 11 | 11 |
| 2010 | 28,563 | 2,433 | 12 | 12 |
| 2009 | 25,595 | 2,255 | 11 | 11 |
| 2008 | 13,158 | | | |

Library Board Secretary Duties:

From our by-laws:

Section 4. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

Translation:

- (1) Attend all meetings (or secure someone to cover the meeting if unable to attend due to illness or other unavoidable situations).
- (2) Record the minutes of each Library Board meeting, including time, date, place, attendees (including guests), summary of business-related discussions, and the outcome of New and Old Business decisions.
- (3) Publish those minutes by sending copies to the Library Director and members of the Board.
- (4) Send minutes to the Village administration for inclusion on the Village website.
- (5) Assist the President or Treasurer with correspondence as requested.
- (6) Other correspondence as requested and time permits.

###